

24 June 1981

MEMORANDUM FOR: Director of Data Processing
FROM: Chief, Administrative Staff
THROUGH: Executive Officer
SUBJECT: Weekly Report for the Week Ending
24 June 1981

1. Effective in July 1981 the DCI has used his special
authorities to approve [redacted]
[redacted] A Headquarters notice announcing this new
benefit is being issued.

2. The ODP Budget and Finance Officer, [redacted]
requests that component Time and Attendance Clerks not personally
mail payroll checks to employees' homes or vacation points, etc.,
when they are not present to receive them in their offices, but
should request that this be done by the Office of Finance's
Compensation Division. This will help prevent missing and lost
checks. For further information, please call ODP Finance on
extension [redacted]

3. On 24 June the undersigned and [redacted] together
with personnel from Engineering Division, surveyed new space at
[redacted] for a new Engineering Division lab. The space
(circa 1150 sq. ft.) is well located near the main entrance to
[redacted] and will have direct access to both a loading dock
and storage space for terminals and printers. Plans are under-
way for appropriate renovations.

[redacted]
Chief, Administrative Staff